

City of Seattle
Civil Service Commission
May 18 2011

APPROVED JUNE 15, 2011

Call to Order: Commission Chair Steven Jewell called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commission Chair Steven Jewell

Commissioner Ellis H. Casson

Commissioner Gregg Hirakawa

Glenda Graham-Walton, Executive Director

Teresa Jacobs, Administrative Staff Assistant

Gary Smith, Assistant City Attorney

PUBLIC COMMENT

No one signed up to speak

ACTION ITEMS

1. Approval of Minutes:

Approval April 20, 2011 Meeting Minutes: Commissioner Hirakawa moved to approve the monthly minutes. Commissioner Casson seconded the motion. The motion passed.

2. Review Monthly Case Status Report & Appeal-New, Review & Update:

The Commission reviewed the monthly case status report.

- ❖ The Executive Director gave the Commission updates on current Civil Service Commission appeals :

Review:

- **Hemmelgarn v. Fleets and Facilities Department-CSC No. 10-01-004:** The Commission reviewed the May 2, 2011 decision of CSC Hearing Officer Diane Hess Taylor. Neither party filed a Petition for Review. Commission Chair Jewell was the Reviewing Officer and moved to affirm the decision. Commissioner Hirakawa seconded the motion. The motion passed.
- **Rivera v. Seattle Public Utilities-CSC No. 10-02-013:** The Commission reviewed the May 4, 2011 decision issued by Sue Tanner, Hearing Examiner. Neither party filed a Petition for Review. Commission Chair Jewell was the Reviewing Officer and moved to affirm the

decision. Commissioner Hirakawa seconded the motion. The motion passed.

- **Executive Session: The Commission went into Executive Session at 9:35 a.m. The Executive Session ended at 10:15 a.m.**
 - **Manion v. Personnel Department-CSC No. 11-07-002:** The Commission reviewed the May 2, 2011 decision of Gary N. McLean, Hearing Officer. The Respondent filed a Petition for Review. Commissioner Hirakawa was the Reviewing Officer. The Commission will hold the decision on the appeal pending further research on jurisdictional issues.
 - **Tiura v. Human Services Department-CSC No. 10-01-019:** The Commission reviewed the April 26, 2011 decision issued by Sue Tanner, Hearing Examiner. The Appellant filed a Petition for Review. Human Services Department filed a response to the Petition for Review. The Commission agreed to hold the decision for review of the City's response.
 - **Stoner v. Finance and Administrative Services-CSC No. 11-03-005:** The Commission reviewed the April 26, 2011 decision issued by Sue Tanner, Hearing Examiner. Neither party filed a Petition for Review. The Commission will hold the decision on the appeal pending further research on jurisdictional issues.

DISCUSSION ITEMS

3. **Monthly Summit (Budget) Report:** The Executive Director reported the budget is on track as of May, and the Department was not asked to make any cuts.
4. **Commission Rule Review-1st Draft Revisions/Additions:** The Executive Director introduced recommended revisions to the Commission Rules that have been pending over the past years, as there were no significant issues, and the revisions are mainly formatting. Two new provisions would allow for electronic filing and a clause to address exhaustion of the City's internal grievance process. Commissioner Hirakawa moved to table the review of the rules, until a later meeting. Commissioner Casson seconded the motion. The motion passed.

5. Old/New Business:

Pending: The Executive Director notified the Commission of a new category on the agenda titled "Pending" The category will list issues that are still on the Commission's agenda and/or will be discussed at future meetings.

- **Service Credit Legislation Update:** The Executive Director and Commission Chair intend to schedule a meeting with the new Personnel Director, David Stewart to discuss the issue of Service Credit Legislation and other personnel related issues before the Commission.

Other: PSCSC Letter to City Council: The Commission Chair shared that he had received a second letter submitted by the Public Safety Civil Service Commission (after CSC responded to the initial letter) regarding combining the two Commissions and staff. The Chair informed the Commissioners that again the letter was submitted without prior contact or discussion with CSC. The Commission took no action.

Adjourn: The meeting adjourned at 10:32 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 6/15/2011

Teresa R. Jacobs
Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 6/15/2011

Steven A. Jewell, Commission Chair

Date